



## DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER  
2510 WALMER AVENUE  
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 52 10.9B  
AS

0 4JAN 2001

### NAVENVIRHLTHCEN INSTRUCTION 52 10.9B

Subj: FORMS AND REPORTS MANAGEMENT PROGRAMS

Ref: (a) SECNAVINST 5213.1 OD  
(b) SECNAVINST 5214.2B  
(c) BUMEDINST 5210.9

1. Purpose. To publish the policies and procedures for references (a) through (c) at the Navy Environmental Health Center (NAVENVIRHLTHCEN) and to establish a continuing and systematic evaluation and submission of this Command's forms and reports.

2. Cancellation. NAVENVIRHLTHCEN 52 10.9A.

3. Scope. This instruction applies to NAVENVIRHLTHCEN. Field activities will ensure a Forms and Reports Management Program is established and maintained.

4. Responsibilities. The Administration and Support Directorate (AS) is designated as the Forms and Reports Control Manager and is responsible for administering the Forms and Reports Management Program at NAVENVIRHLTHCEN. This includes issuing a program directive, assigning responsibilities, and providing general program guidance.

5. Forms Management Program Responsibilities.

a. Directors. Directorates requiring new or revised forms will submit to the Administrative Support Office a copy of the proposed form and the issuing directive (instruction, notice, letter, etc.). If a Department of Defense form already exists for a particular purpose, new forms will not be designated to accomplish the same purpose, even though some marginal advantages may exist. When forms are canceled or become obsolete notify the Administrative Support Office.

b. Administrative Support Office.

(1) Review and approve new and revised forms originated by staff personnel in compliance with references (a) through (c).

(2) Assign form numbers to approved NAVENVIRHLTHCEN forms based on the Standard Subject Identification Code.

(3) Maintain each form in numerical order as required by reference (a); include a copy of the form, the supporting directive or other administrative issuance and any subsequent changes.

(4) Prepare numerical and alphabetical forms master lists of all current and canceled NAVENVIRHLTHCEN forms.

(5) Conduct and document an annual review of all forms evaluating continuing need, revision, or elimination.

6. Reports Management Program Responsibilities.

a. Directors.

(1) Compare notices/instructions with current reporting requirements and report any new requirements, cancellations, or discrepancies to Administrative Support Office no later than 15 working days following the date of receipt of the notices/instructions.

(2) Prepare reports in sufficient time to reach requiring authority by the due date.

b. Administrative Support Office.

(1) Maintain a complete listing of all NAVENVIRHLTHCEN and higher authority reporting requirements.

(2) Publish a complete listing of all reporting requirements annually.

(3) Assign report control symbols and maintain a master list of all report control symbols assigned, and the symbols for current and canceled reports.



D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)

List I (Directors and Deputies)  
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VIII (NAVENVIRHLTHCEN DET)  
I X (NAVDRUGLAB's)